

Finding Time to Collaborate

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Currently Available to Me	Strategy	Merits Consideration For Our School
	Freed-Up Time	
_____	• Utilizing administrators to teach classes	_____
_____	• Authorizing teaching assistants, college interns, etc. to, under the direction of the teacher, cover a class	_____
_____	• Teacher teams, enabling one teacher to instruct for another	_____
_____	• Combining classes with a coordinated community event, providing time for teachers to collaborate	_____
_____	• Formulating plans for all-day student-planned and teacher-approved off-site learning experiences	_____
_____	• Engaging parents, business personnel and/or community volunteers to provide alternative activities or enrichment programs	_____

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<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">Restructured or Rescheduled Time</p> <ul style="list-style-type: none"> • "Banking" time - accruing hours that are later applied to students' early dismissal or late arrival (e.g., adding student time onto 4 days, early dismissal on 5th; reducing lunch periods by 5-10 minutes; adding time to daily schedule in exchange for monthly planning day) • Creating a first period prior to the arrival of students • Implementing some type of parallel block schedule (e.g., classes meet for five periods of Monday, Tuesday, Thursday, and Friday; on Wednesday, only four class periods are held, there is no lunch break, and students are dismissed after the fourth class, providing a two hour block of planning time) • Structuring "schools within a school" provides more flexibility in scheduling time; strategy afford options to address time demands by adjusting schedules, calendars, and structures within a building 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>_____</p> <p>_____</p>	<p style="text-align: center;">Common Time</p> <ul style="list-style-type: none"> • Scheduling "specials" at times that free up teacher teams during the same period • Schedule common prep periods before/after common lunch period to create a larger block of planning time 	<p>_____</p> <p>_____</p>

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<div></div> <div></div> <div></div>	<p style="text-align: center;">Better-Used Time</p> <ul style="list-style-type: none"> • Allocating work days for teacher planning and preparation before and after the school year begins • Reducing/eliminating administrative information at faculty meetings, providing this time for teachers to work together; utilizing other strategies for information dissemination (computer networks, single-issue faculty meetings, memos/posting of routine information) • Restricting time required for nonprofessional duties 	<div></div> <div></div> <div></div>
<div></div> <div></div> <div></div> <div></div> <div></div>	<p style="text-align: center;">Purchased Time</p> <ul style="list-style-type: none"> • Establishing a substitute bank from which teachers can withdraw time to participate in team meetings, committee work, etc. • Writing grant proposals to securing monies to pay for early release time for faculty • Using district-allocated staff development funds to pay teacher stipends for after school and summer planning time • Negotiate contracts that provide for paid planning time • Receive "in-service" credits from the district for personal time devoted to the development of new programs 	<div></div> <div></div> <div></div> <div></div> <div></div>